



DAVID SANDERS, PH.D.
Director

County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
425 Shatto Place – Los Angeles, California 90020
(213) 351-5602

Board of Supervisors

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YVONNE B. BURKE

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December 27, 2005

TO: Mayor Michael D. Antonovich
Supervisor Zev Yaroslavsky, Chair Pro Tem
Supervisor Yvonne B. Burke
Supervisor Gloria Molina
Supervisor Don Knabe

FROM: David Sanders, Ph.D.
Director

A handwritten signature in dark ink, appearing to be "DS", is written over the printed name "David Sanders, Ph.D.".

APRIL 26, 2005 BOARD AGENDA ITEM #22: REFUGIO PARA NIÑOS MONTHLY REPORT

As the Department of Children and Family Services (DCFS) has been charged with providing monthly reports of Refugio Foster Family Agency (Refugio) to the Board, the following summarizes the monitoring visit conducted by DCFS, Out-of-Home Care Management Division (OHCMD), and fiscal reports from the Auditor-Controller (A-C) and DCFS Fiscal Monitoring and Special Payments Section, which outline the activities for November 2005.

FISCAL ISSUES

The Department received the A-C's Monthly Evaluation report on Refugio dated November 15, 2005. The report indicated that Refugio continues to be "overall" in compliance with the requirements contained in the Corrective Action Plan (CAP). (Attachment I).

The DCFS Fiscal Monitoring and Special Payments Section reported that Refugio submitted its November monthly expenditure report timely, and there were no issues to report. Refugio's monthly expenditure report is attached (Attachment II).

The A-C's Audit Division conducted a more in-depth fiscal monitoring review of Refugio; the issuance of a final written report is pending.

The A-C's Countywide Contract Monitoring Division conducted a program review of Refugio and the results will be reported under a separate cover to the Board. They indicated the issuance of a final written report is pending.

DCFS MONITORING VISITS

On November 18, 2005, our monitor attended a pre-exit conference in which the Auditor-Controller's Office, Countywide Contract Monitoring Division presented Refugio with preliminary findings of their program review. As above stated, the issuance of a final written report is pending.

Based on the monitoring review by the OHCMD and the preliminary findings of A-C's program review, Refugio has hired a Quality Assurance (QA) staff person to assist in the implementation of recommendations made by the two agencies. The QA staff person will aid in bringing Refugio up to standards with the Contract, Community Care Licensing's Title 22 regulations, and the agency's Program Statement.

Refugio has 127 certified foster homes where 278 children are currently placed.

In preparation for monitoring for the safety outcome, the DCFS Monitor researched OHCMD's I-track database to query for Child Protection Hotline (CPHL) referrals and Special Incident Reports (SIR) from November 15, 2005 to December 15, 2005. There were no CPHL referrals during this reporting period.

SAFETY

OHCMD found that Refugio has been reporting special incidents in accordance with the reporting requirements as stipulated in the Contract, Section 10.0, Program Reporting Requirements. For this reporting period, Refugio filed ten SIRs, all of them reported timely, and none required they contact the CPHL.

Our current review indicates that the kinds of incidents reported were not unusual. As there were no CPHL referrals, no trends of abuse/neglect were noted for this period of review.

BOARD STRUCTURE

Refugio's CAP requires that the agency's Board of Directors consist of seven members at all times.

- On December 5, 2005, Refugio's Executive Director reported that their Board has eight members, which was confirmed by the OHCMD. Therefore, Refugio has complied with the CAP (Exhibit U) to have seven Board Members.
- Refugio held Board meetings on October 8, 2005 and November 14, 2005. A review of the Board meeting minutes for these dates reflect that the Board reviewed SIRs as required per Title 22, FFA regulations, Section 88063(8), as recommended by the OHCMD. Additionally, the November 14, 2005 meeting minutes indicate that Sharon Faulkner is a new member to Refugio's Board of Directors. As Exhibit U states that as new Board members are appointed, Refugio shall ensure that the new member is trained with regard to OMB Circular A-122 and Auditor-Controller Contract Accounting and Administration Handbook. On December 16, 2006, Refugio's CFO reported that Mrs. Faulkner has been provided with the required information and has yet to take the test. A copy of the Board meeting minutes (Attachments III and IV) is attached.

CONCLUSION

The A-C's Audit Division and the Countywide Contract Monitoring Division are in the process of finalizing their respective reports with regard to fiscal and programmatic issues. These will be reported to the Board when they are approved. However, we anticipate that the findings and recommendations will be summarized in our next monthly report to the Board.

Refugio hired a Quality Assurance staff person to assist in the implementation of the recommendations made by DCFS and the A-C to bring Refugio up to standards with the Contract, Community Care Licensing Title 22 regulations, and the agency's Program Statement.

Although Refugio is cooperating with the A-C and DCFS, the alternative plan of action remains the same as follows, if needed:

Alternative Plan of Action

- Every effort will be made to maintain the children with the same foster parents to avoid placement disruption.
- CSWs who have children placed with Refugio will be instructed to make immediate and regular visits of the children in the Refugio foster homes. If the children's safety is in question, the CSWs will take appropriate action that may include replacing the children.
- The Refugio foster parents will be informed immediately by telephone and letter of the pending termination of the contract with Refugio and the County's plan to review

various options with them regarding their ability to continue care of DCFS children placed with them.

- In collaboration with Community Care Licensing (CCL), a meeting will be scheduled immediately with all foster parents where they will be informed of their options to associate themselves with another Foster Family Agency or become licensed foster parents with the State.
- The foster parents will be told to continue to utilize the services of their Agency social worker. If they are not receiving the services from Refugio and/or if safety situations arise, they will be instructed to contact the child's CSW immediately.
- During this entire process, DCFS will be working closely with CCL to consider various options, such as certifying foster parents pending licensure or certification, in the event the contract with Refugio requires immediate termination.

If you have any questions please call me, or your staff may contact Helen Berberian, Board Relations Manager at (213) 351-5530.

DS:LP:ES
EH:dv

Attachments

c: Chief Administrative Officer
Auditor-Controller
County Counsel
Board of Supervisors Executive Officer



J. TYLER MCCAULEY
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-2766
PHONE: (213) 974-8301 FAX: (213) 626-5427

November 15, 2005

TO: David Sanders, Ph.D., Director
Department of Children and Family Services

FROM: J. Tyler McCauley *John Naimo* FOR
Auditor-Controller

SUBJECT: **MONTHLY EVALUATION OF REFUGIO PARA NIÑOS' COMPLIANCE
WITH ITS CORRECTIVE ACTION PLAN – 5th Status Report**

At its April 26, 2005 meeting, the Board of Supervisors directed the Department of Children and Family Services (DCFS), in consultation with the Auditor-Controller, to report back to the Board on a monthly basis regarding Refugio Para Niños' (Refugio) compliance with its Corrective Action Plan (CAP). The CAP is part of the April 26, 2005 contract between the County and Refugio.

Overall, Refugio continues to be in compliance with the requirements contained in its CAP. The following is our fifth monthly report to your Department, and primarily addresses activity at Refugio for the month of September 2005.

Recovery of Questioned Expenditures

Review of Fundraising Expenditures

We reviewed Refugio's September 2005 accounting records and noted no instances of the Agency expending FFA funds for fundraising activities or on the Multicultural Counseling Center (MCC).

Conclusion: Refugio continues to comply with its CAP requirement and has discontinued the practice of expending foster care funds for fundraising activities and the MCC.

"To Enrich Lives Through Effective and Caring Service"

David Sanders, Ph.D.
November 15, 2005
Page 2

Timeliness of Repayment

Under the terms of the repayment agreement, Refugio will repay \$6,505 a month to DCFS with the first payment due on June 10, 2005, and continuing thereafter on the 10th of each month until fully repaid.

Refugio continues to make monthly payments under its repayment plan, either on or ahead of schedule. Refugio's November 2005 payment was delivered to DCFS on October 5, 2005.

Conclusion: Refugio is continuing to make payments in accordance with its repayment agreement with DCFS.

Source of Funds

Refugio is not permitted to use current period foster care funds to make payments required under its repayment agreement. We reviewed the relevant records related to the bank account from which funds were used for the repayment, and verified that no current period FFA funds had been deposited into that account.

Conclusion: Refugio continues to comply with its CAP requirement and has not used current period foster care funds to make payments required under the Agency's repayment agreement.

Education of Refugio's Board of Directors and Personnel

Training of Board Members and Personnel

There has been no change in Refugio's Board membership or key personnel since our last report. As previously indicated, Refugio does have a training manual, which contains training materials for each of the four requisite training courses mandated under the CAP. If new board members are added in the future, these individuals would be required to review each section of the training manual and satisfactorily complete the examinations for each of the four training courses.

Conclusion: Refugio continues to comply with its CAP requirement concerning training members of its Board of Directors and personnel. Refugio also has taken steps to ensure that incoming Board members and staff also receive the training required as a condition of its CAP.

David Sanders, Ph.D.
November 15, 2005
Page 3

Corrective Action Plan for Structure of Refugio's Board of Directors

Composition of the Board

Refugio's CAP requires that the Agency's Board of Directors consist of at least seven individuals at all times, none of whom are an interested party or an employee of Refugio.

Refugio continues to have seven members on its Board and as previously indicated, there have been no changes in the Agency's Board membership since our last status report. Nothing has come to our attention to indicate that any of the members are an interested party as defined in the California Corporations Code, nor is any Board member a current or former employee of Refugio.

Conclusion: Refugio continues to comply with its CAP requirements regarding Board membership.

Excessive Compensation

Employee Salaries and Pension Benefits

Refugio's Interim CEO continues to be compensated at an annual salary of \$109,416, which is reasonable for an Agency of Refugio's size. The contribution levels to the Interim CEO's deferred annuity pension plan were also reasonable based on the 2003 CWLA Salary Study.

Conclusion: The salary and benefits paid to Refugio's Interim CEO have been reasonable based on the 2003 CWLA Salary Study.

If you have any questions, please contact me, or have your staff contact Mike McWatters at (626) 293-1109.

JTM:JLS:MWM:AF

c: Audit Committee

Department of Children and Family Services

Ed Sosa, Chief, Out of Home Care Management Division

Sue Harper, Administrative Services Manager III, Fiscal Monitoring & Special Payments Unit

EXHIBIT E

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES
FOSTER FAMILY AGENCY SEMI-ANNUAL REVENUE AND EXPENDITURE SUMMARY**

Agency Name : REFUGIO PARA NINOReport Period: November 2005Agency Address: 100 N. Citrus St. Suite 205, West Covina, CA 91791 - 1614Contact Person: Tomas Fernandez - CEOPhone: (626) 858 - 8584**A. REVENUES:****Sources**

	(4) Total for Months	(5) Year-to-Date
1. AFDC-FC FFA Revenues	\$ 415,623.00	\$ 5,233,090.72
2. Other Governmental Revenues (Interest, Gain/Losses on Inv.)	\$ -	\$ -
3. Total Revenues	\$ 415,623.00	\$ 5,233,090.72

B. CONTRACT EXPENDITURES

Expenditure Categories	1 Allowable	2 Unallowable	3 Personal	(4) Total for 6 Months (Sum of Co. 1	(5) Year-to-Date
1. Administrative Payroll (Totals)					
a. Executive Director's Salary	9,118.00	-	-	9,118.00	91,180.00
b. Clinical Director's Salary	-	-	-	-	43,050.00
c. Administrator Salary	-	-	-	-	-
d. Other Administrative Salaries	34,817.57	-	-	34,817.57	448,265.30
2. Recruitment Payroll					
3. Training Payroll	960.00	-	-	960.00	3,811.64
4. Administrative Contracts					
5. Telephone and Telegraph	3,424.53	-	-	3,424.53	48,718.07
6. Postage and Freight	120.18	-	-	120.18	9,638.14
7. Office Supplies	7,990.26	-	-	7,990.26	66,540.97
8. Conferences, Meetings	-	-	-	-	11,030.89
9. Memberships, Subscriptions/Dues	2,044.00	-	-	2,044.00	12,082.01
10. Printing & Publications	165.00	-	-	165.00	5,612.28
11. Bonding, Insurance Premiums	1,705.98	-	-	1,705.98	114,888.06
12. Advertising	12,432.27	-	-	12,432.27	65,437.89
13. Miscellaneous	40,393.21	-	-	40,393.21	619,943.60
Subtotal	112,971.00	-	-	112,971.00	1,540,196.75

Expenditure Categories	1 Allowable	2 Unallowable	3 Personal	(4) Total for 6 Months (Sum of Co. 1	(5) Year-to-Date
14. Building and Equipment Payroll					
15. Building Rents and Leases	16,978.30	-	-	16,978.30	136,371.67
16. Principal and Interest				-	-
17. Property Appraisal Fees				-	-
18. Property Taxes				-	-
19. Equipment and Property Ins.				-	-
20. Utilities				-	-
21. Building Maintenance	925.66			925.66	3,278.08
22. Building & Equipment Contracts				-	-
23. Building & Equipment Supplies	2,388.53			2,388.53	27,282.08
24. Equipment Leases	2,134.98			2,134.98	25,405.82
25. Depreciation Expenses				-	-
26. Non-Depreciable Equipment	3,844.86			3,844.86	8,601.97
27. Building & Equipment Misc.				-	-
28. Vehicle Leases				-	-
29. Vehicle Depreciation				-	-
30. Vehicle Operating Costs	6,202.62			6,202.62	40,744.88
Subtotal	32,475.95	-	-	32,475.95	252,284.51

31. Total Paid to CHH	172,567.94	-	-	172,567.94	2,323,742.73
32. Other Child Related Costs	22,967.09	-	-	22,967.09	121,357.84
33. Social Worker Payroll	79,381.71	-	-	79,381.71	1,106,817.75
34. Social Worker Contracts		-	-	-	-
Subtotal	274,916.74	-	-	274,916.74	3,551,928.32

35. Total Expenditures	420,363.69	5,344,409.58
36. Excess Revenues / Expenditures in Excess of Revenues	(4,740.69)	(111,318.86)
37. Less: Revenues from Other Governmental Sources	-	-
(Section A, Line 2, Column 4)		
38. Unexpended AFDC-FC-FFA Funds/Expenditures in Excess	(4,740.69)	(111,318.86)
of AFDC-FC FFA Revenues		

C. Briefly describe services rendered during the reporting period as required in the Agency's Program Statement

A	Our Program provide the special services needed to nurture children to their fullest mental, emotional and spiritual development
B	RPN's Management and Social Workers worked with all Foster Parents access resources, coordinate services and create an individualized treatment plan for each child.
C	RPN assists and support all Foster Parents in providing foster children's emotional and financial care towards the goal of healthy development of a child.

D. Please indicate any difficulties encountered rendering services and/or complying with the Program Statement. Please indicate any such differences that could jeopardize the timeliness of placement or care provided to a child.

- NONE -

I hereby certify to the best of my knowledge, under penalty of perjury, that the above is true and correct, that all amounts are traceable to Agency accounting records, and that all AFDC-FC monies received for the purposes of this program were spent in accordance with the agreement and all applicable Federal, State and County laws and regulations. Falsification of any amount disclosed herein shall constitute a false claim pursuant to the California Government Code, Section 12650 et seq.


Executive Director


Date

Accounting Cycle: = Calendar Year

Begins: January 2005 Ends: December 2005

Accounting Basis: = Accrual

MISCELLANEOUS ACCTS.

	MONTHLY	CUMULATIVE
Executive Pension	-	2,500.00
Payroll Taxes	13,320.71	149,174.83
Health Insurance	6,517.71	177,896.41
Workers Comp	3,500.00	48,956.05
Employee Pension	1,226.08	45,887.80
Accounting & Prof.	32.94	24,513.20
Consultant Expense	-	4,570.14
Legal Fees	4,593.20	134,284.21
Administrative Expenses	234.27	1,113.74
Bank Fees	4.75	1,298.69
Continuing Ed	-	453.99
Penalties	-	300.00
Recruitment Expense	753.56	4,157.26
Taxes & Licenses	10,210.00	24,837.48
TOTAL	<u>40,393.21</u>	<u>619,943.80</u>

REFUGIO PARA NINOS

Foster Family Agency

October 18, 2005

MINUTES OF A MEETING OF THE BOARD OF DIRECTOR(S)
Refugio Para Ninos, Foster Family Agency (the "Corporation") held at 100
N. Citrus Street, Suite 205 on the 18th day of October, 2005.

Chairperson Vern Van Voorst called the meeting to order at 6:10 pm.

BOARD MEMBERS

PRESENT: Vern Van Voorst, Michael Gering, Michael Brown, Heather
Johnson, Judith E. Bean.

ABSENT: Mark Santarsiero, Edward O. Aguirre.

RPN STAFF PRESENT: CEO: Thomas Fernandez; Controller: Roland
Navarro; Human Resources: Teresa Reta; Administrator: Cynthia Jones.

Roll Call: Roland Navarro, Mark Santarsiero is on vacation and Mark was unable
to attend.

Motion: Copies of the minutes from the BOD meeting held on September
20th, 2005 were distributed to Board members for their review. Michael
Brown made a motion to approve the minutes as written. Judith Bean
seconded the motion. All were in favor and the motion passed.

A. Financial:

- Financial update - Roland reviewed the financial statement,
balance sheet and P&L statement through September; the
number of placements and the situation with respect to
insurance claims due to the fire.

B. Executive Director:

- Presentation of new administrator - Tomas introduced Cynthia

Jones as the new RPN administrator.

- Resolution for an amendment to the program statement - Tomas informed the BOD that in order to make an amendment to the program statement, they are required to make a resolution for an amendment.

Motion: Michael Brown made a motion that the Board of Directors make a resolution to approve Cynthia Jones as the RPN Administrator. Judy Bean seconded the motion. All were in favor and the motion passed.

Motion: Michael Brown made a motion to make an amendment to the program statement and give Roland Navarro and Tomas Fernandez authority to sign for the amendment. Michael Gering seconded the motion. All were in favor and the motion passed.

- Status of Agency's Audit by Dario Vaillamarin - The BOD reviewed the audit findings and recommendations by the County. Tomas is to follow up with Ed upon his return regarding the corrective action plan.
- Incident Reports - Tomas reviewed a copy of the incident reports for September with the BOD.

C. Administrator:

- Placement statistics - Cynthia introduced herself to the BOD and reviewed the Weekly Intake Records for October, the placement statistics and vacancy list.
- Recruitment - Cynthia shared her idea of using the MFT Interns and Supervisors to assist with the recruitment of foster families/homes and giving SW's an incentive of \$300 for every home recruited with two or more placements.
- Positions - Cynthia discussed plans to add a QA position. Other positions open are: Intake Coordinator and Social Worker Supervisor. Positions salaries were discussed.
- FCSW Issues - Cynthia discussed plans for implementing a 1/2 duty day for Social Workers or other measures to assure better accountability. The BOD discussed addressing the Social Workers regarding accountability, checking in/out weekly, etc.

D. Human Resources:

- Salary Survey - Teresa discussed her findings from the salary survey she took and the coordination of salary structure/raises.
- Status on personnel audit - Teresa gave an update on the audit and will follow up with the BOD regarding the results.

E. Action Items:

- Vote on a new board member - The BOD is to discuss membership with Sharon Faulkner and invite her back to the next Board of Director
- Executive Director / COO Annual Review - Michael Brown is to review the annual review of the COO with Ed Aguirre.
- Plan for distribution of vision/principles/values - Michael Brown is to forward cardstock samples to Teresa so she can send to the printers for the vision/principles/values.
- Auditor - The BOD discussed making a resolution to have Roland and Tomas remove any unauthorized signatures from RPN accounts. Roland is to type resolution and Teresa is to obtain necessary signatures for accounts.

Motion: Michael Brown made a motion to update the signature cards removing/adding persons authorized to sign on accounts. Michael Gering seconded the motion. All were in favor and the motion passed.

F. Discussion to Guide Future Items:

- Addition of board member
- Update on new staff member

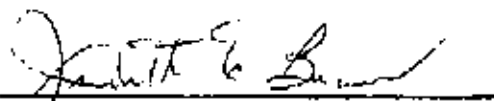
G. Thank You

- Teresa mentioned how thankful she was for all of Ed and Michael Brown's work with RPN and the changes made.

Meeting officially adjourned at 8:00 pm.

Next BOD's meeting is scheduled for Tuesday, November 22, 2005 at 5:30 pm.

Reviewed and respectfully submitted by:


Judith E. Bean, RPN/BOD's Secretary

REFUGIO PARA NINOS

Foster Family Agency

November 14, 2005

MINUTES OF A MEETING OF THE BOARD OF DIRECTOR(S)
Refugio Para Ninos, Foster Family Agency (the "Corporation") held at 100
N. Citrus Street, Suite 205 on the 14th day of November, 2005.

Acting Chairperson Edward Aguirre called the meeting to order at 5:40 pm.

BOARD MEMBERS

PRESENT: Edward O. Aguirre, Michael Gering, Michael Brown, Heather Johnson, Judith E. Bean, Sharon Faulkner (BOD candidate).

ABSENT: Mark Santarsiero, Vern Van Voorst.

RPN STAFF PRESENT: CEO: Thomas Fernandez; CFO: Roland Navarro; Human Resources: Teresa Reta; Administrator: Cynthia Jones, Emilio Estany, Jess Rodriguez, Katie Campbell.

Roll Call/Introductions: Roll call was taken. Vern and Mark were unable to attend. Katie Campbell was introduced as a Coordinator for Foster Family recruitment.

Motion: Copies of the minutes from the BOD meeting held on October 18th, 2005 were distributed to Board members for their review. Michael Gering made a motion to approve the minutes as written. Michael Brown seconded the motion. All were in favor and the motion passed.

Motion: Ed made a motion to approve Sharon Faulkner as a new Board Member. Michael seconded the motion. All members were in favor and the motion passed. Tomas is to forward any necessary BOD information to Sharon.

A. Committee Reports:

- Recruiting - Emilio and Jess gave an update on the current

number of children and homes. A revised copy of the Foster Parent Recruitment Progress Summary/Status Report and Recruitment and Retention Plan were distributed and reviewed with the BOD. Ideas were discussed as to how RPN can increase the number of recruitments, condense the amount of time needed for certification, etc. The process for the new Foster Trak System to be implemented was reviewed.

3. Staff Reports:

- Meeting with DPSS Representatives - Tomas discussed the outcome of the meeting with the County regarding placements in San Bernardino County. Tomas reviewed licensing procedures/differences between LA and SBO Counties.
- Incident Reports - Incident Reports for the month of October 2005 were distributed and reviewed by the BOD.
- CFO - Roland distributed and reviewed the Financial Statement as of October 2005.
- Administrator - Cynthia distributed and reviewed the amount of intakes processed by RPN and set goal for additional by year's end. Three new supervisors were hired (Luz Ochoa, Crisana Rodriguez and Kris Topaz) with additional Social Workers to be hired as well. Cynthia discussed the staff's favorable response to the Social Workers being accountable for their time being implemented.
- Salary Surveys - Ed asked Teresa for a brief update on the results from the Salary Survey taken. Ed is to work on possible salary adjustments so they may be implemented in early 2006.
- Corrective Action Plan - Tomas is waiting on the results from the corrective action plan from the County audit so he can follow up with Ed regarding necessary changes.
- Vision Principles and Values - Teresa submitted the Vision Principles and Values for Refugio Para Ninos to the printers.
- Christmas - Roland is to distribute monies to each foster child in the beginning of December. RPN staff discussed offering bonuses to staff for Christmas. Ed suggested having a consistent criteria for deciding which staff is eligible for receiving a bonus.
- Adoption Program - Ed asked Tomas for a preliminary report

on the adoption program for the BOD to review at the next meeting.

- Referral Flyer - The BOD discussed a flyer that may be utilized for referrals.

Meeting officially adjourned at 7:15 pm.

Next BOD's meeting is scheduled for Tuesday, January 17, 2005 at 5:30 pm due to the holidays.

Reviewed and respectfully submitted by: _____
Judith E. Bean, RPN/BOD's Secretary

Minute Recorder: _____
Sophia Hernandez